

ACCOUNTING ANALYST

PURPOSE AND NATURE OF WORK

Position is responsible for financial operating reports of the Utilities System; the Lafayette Public Power Authority (L. P. P. A.) , interpreting these reports, wholesale utility billings under contract terms, and forecasting cash requirements, as well as review of the L. P. P. A. general fund ledger and subsidiary ledgers. Work is performed under the direction of the Chief Accountant, and has no supervisory responsibility, but may act as lead worker on special or utility accounting projects.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews operating results of all utilities funds; presents interpretations and explanations. Develops, monitors, and reports on important financial indicators. Assists and trains other Accountants and Account Clerks on the proper application of the more technical accounting principles. Assists superiors in gathering and evaluating cost data and audit information, and in correcting entries. Prepares cash forecasts and various schedules used to monitor financial position of various funds.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of policies, procedures, and methods of budget preparation, cost analysis, financial forecasting and governmental accounting principles, including their application of public utility accounting.

Thorough knowledge of the data available for developing reports and of the accounting and statistical methods to summarize this data in a manner meaningful for making managerial decisions.

Ability to review fiscal and other types of information gathered by others and make recommendations for alternative actions.

Ability to communicate effectively, orally and in writing, with superiors, subordinates and others.

Ability to learn to use effectively mainframe and personal computer spread sheets.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in accounting or a related field, and considerable accounting experience involved in the preparation or evaluation of accounting and statistical reports, including experience in utility accounting prescribed by the Federal Energy Regulatory Commission; or any equivalent combination of training and experience.